

Deputy Head of Production

Applying for this post

To apply for this post, you must submit a CV with cover letter and an Equalities Monitoring Form to jobs@dundeerep.co.uk. Data from your Equalities Monitoring Form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact jobs@dundeerep.co.uk.

The deadline for receipt of applications is Monday 7 July 2025 at midday.

Interviews will be held at Dundee Rep Theatre week commencing 21 July 2025.

Guidance

Please refer to our websites, www.dundeereptheatre.co.uk and www.scottishdancetheatre.com, to find out more about us.

Please read the job description carefully before applying to ensure you meet all the essential criteria and can provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for three months before being destroyed if you are unsuccessful. Your application will be retained for up to 12 months if you are successful.

Role Summary

Deputy Head of Production

Dundee Rep and Scottish Dance Theatre, at the heart of Scotland's cultural landscape, are seeking a dynamic and experienced Deputy Head of Production. In this pivotal role, you will support the Head of Production in ensuring the smooth and efficient delivery of our ambitious production schedule for local, national, and international audiences. This is an exceptional opportunity to develop your leadership abilities and contribute to the artistic success of one of Scotland's leading performing arts organisations.

We foster a collaborative and creative environment where innovation is encouraged, and every team member's contribution is valued. We are committed to supporting our staff's professional growth and creating a positive and inclusive workplace.

Supporting the Head of Production, this role manages our Production Department and ensures a robust production planning and delivery process for all Dundee Rep and Scottish Dance Theatre productions, including Dundee Rep Ensemble productions, Scottish Dance Theatre, Creative Learning & Engagement, visiting companies, and commercial activity. We are seeking a candidate of exceptional calibre to assist in creating an environment where world-class production output is achieved for local, national and international audiences.

The role involves assisting in leading the largest department of the Organisation and helping to manage multiple complex projects on time and on budget.

You will have proven skill in helping to design and implement production processes with attention to detail and quality, and the leadership ability to encourage others to deliver the same.

The Head of Production line manages the Deputy Head of Production.

JOB REQUIREMENTS AND RESPONSIBILITIES

Production Leadership and Team Management

- Support the Head of Production in leading the Production Department, fostering a collaborative and high-performing team culture that aligns with the Organisation's values.
- Assist the Head of Production in managing a team of approximately 10 full-time staff members and an extensive pool of freelancers and casual staff members.
- Support the Head of Production in supervising and managing the performance of specialist Heads/Leads within the Department, ensuring their performance is of a high standard.
- Assist in planning, chairing, and facilitating regular Departmental meetings to communicate information, coordinate activities, and resolve issues effectively.
- Oversee the maintenance and availability of technical equipment for each production across the Department.
- Act as an ambassador for Dundee Rep and Scottish Dance Theatre within the sector.
- Maintain the department's operating culture and ethos.
- Maintain the internal and external perception and integrity of the Production Department.

Production Planning and Delivery

- Assist in managing the end-to-end production process for a diverse range of projects, from initial concept and design through to rehearsals, technical rehearsals, and performance/touring.
- Collaborate closely with the Head of Production, creative teams (directors, designers, choreographers), and production teams to ensure that all productions are delivered on time, on budget, and within agreed parameters.
- Deputise for the Head of Production, chairing production meetings and overseeing production parameters and planning as required.
- Prepare production documentation as required including schedules, project briefs, technical specifications.
- Assist in managing other Production Managers working on individual projects, helping to allocate their work and ensuring they deliver high-quality work.
- Directly production manage some of the Organisation's projects, productions, and tours.
- Liaise with external producing and presenting partners as required to ensure smooth production delivery, including touring venues and visiting companies.
- Contribute to the design and implementation of a clear production workflow model.

Production Budgets

You will be responsible for:

- Assisting in managing the Production Department budget
- Maintaining an overview of project-specific production budgets, and accurately projecting production-related expenditure.

You will be accountable for:

- Devolved budgets and expenditure within the Production Department.

Health and Safety / Risk Management

You will be responsible for:

- Supporting the Head of Production to ensure that the Organisation's Health and Safety Policy is fully implemented within the Production Department and that high standards are achieved.
- Supporting the Head of Production to ensure all staff are enabled through equipment and training to follow the Health and Safety Policy.
- Ensuring Risk Assessments and Method Statements are up to date and implemented.
- Ensuring production delivery is appropriately assessed for risks, including deliverability.

You will be accountable for:

- Assisting in developing Health and Safety standards within the Production Department.
- Assisting in implementing Health and Safety within the rehearsal and performance spaces at Dundee Rep Theatre.
- Maintaining an overview of Health and Safety of productions and production staff on tour.

Production Innovation

You will be responsible for:

- Ensuring that we continue to innovate with the production output of Dundee Rep and Scottish Dance Theatre.
- Keeping up to date with new production/creation trends across art-forms, particularly as they relate to digital and technology.
- Helping to identify new trends and improvements to ensure that Dundee Rep and Scottish Dance Theatre maintains its position as one of the UK's leading arts organisations.

You will be accountable for:

- Advising the Head of Production of investment in staff, equipment, and technology to support innovation.

General Responsibilities

You will be expected to:

- Adhere to and implement the Organisation's guidelines, procedures, and policies as detailed in staff policies.
- Play a role in the life of the Organisation and work across departments to develop a positive and engaged organisational culture.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and abide by the procedures set in place.
- Be aware of, and comply with, rules and legislation pertaining to GDPR and abide by the procedures set in place.
- Assist in providing cover for staff absences as required.
- All staff are expected to demonstrate an understanding of, and adherence to, the Organisation's safeguarding policy, including a duty to report any issues of concern.

Any Other Duties

The duties and responsibilities set out should not be regarded as exhaustive. The post-holder may be required to undertake other duties and responsibilities which are appropriate with the level of the role.

The post-holder may also be required, from time to time, to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement. The post-holder would be given appropriate training and equipment to perform any duties of this kind.

Key Relationships

The role of Deputy Head of Production assists in leading the production Department. The post-holder will be managed by the Head of Production.

Along with the Head of Production, you will be responsible for supervising and managing the workflow and output of:

- Head of Lighting
- Head of Scenic Design
- Head of Sound & Video
- Head of Stage
- Head of Costume
- Head of Workshop
- Stage Manager

Internal Relationships

- Head of Production
- Production Department Staff
- Executive Director
- Artistic Director,
- Artistic Director, Scottish Dance Theatre
- Members of the Leadership Team
- Creative Teams
- Freelance Production Staff
- Finance Department

External Relationships

- Visiting Companies
- Production staff in other theatres
- Production Suppliers
- Industry Bodies

PERSON SPECIFICATION

Essential

Failure to demonstrate how you meet all essential criteria may result in not being shortlisted.

- Have worked at a senior level in a producing organisation for at least three years.
- Worked as a Production Manager at a range of levels.
- Proven project management skills.
- Excellent communication skills.
- Excellent organisational and time management skills.
- Robust Microsoft Office and Teams experience
- Robust budgeting skills.
- Have experience of working with both theatre and dance.
- A high degree of accuracy and attention to detail.
- Robust knowledge of Health and Safety.
- Ability to work across organisational and cultural boundaries.
- Ability to manage multiple projects with competing priorities and demands.
- Knowledge of trends and current practice in theatre and dance production.

Desirable

If we need to choose between candidates who meet the essential criteria, we may take the below factors into account.

- Experience of international working/touring.
- Knowledge of the Scottish and wider United Kingdom theatrical ecosystem.
- Experience with digital/new production technologies.
- Experience in the developing strategies and processes to reduce the environmental impact of theatre and dance production.
- Experience with AutoCAD, and Vectorworks
- Knowledge of other languages.

Terms and Conditions

DEPUTY HEAD OF PRODUCTION

Hours

This is a full time, permanent role 37.5 hours per week over five days, excluding five hours of unpaid breaks. The role will require a flexible approach to working hours, including evenings and weekends. Flexible working arrangements will be considered, including some working from home.

Pay

The salary range for the post is £32,00 to £35,000 per annum dependant on experience, pro-rata if part time. We are open to considering applications from people who do not wish to work full-time or wish to propose a job share.

Holidays

29 days per year plus five public holidays, rising with service. The holiday year runs from 1 April to 31 March each year.

Notice period

The notice period will be three months, or within the probationary period two months.

Location of work

Your main place of work will be Dundee Rep. You may be asked to work temporarily in other locations in the UK. Your role may involve some international travel.

Other benefits

Contributory staff pension after three months service.

Non-contractual benefits

- Staff tickets to DRSDT produced shows
- Staff discount in Rep Restaurant

Dundee Rep and Scottish Dance Theatre Limited is a Real Living Wage Accredited Employer who strives to be an equal opportunities employer and is supported by Creative Scotland and Dundee City Council.

Equal Opportunities

Dundee Rep and Scottish Dance Theatre Limited is committed to promoting equality and opportunity in its employment practices. In particular, the Organisation aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, disability or religious beliefs.

Guaranteed Interview Scheme

Dundee Rep and Scottish Dance Theatre Limited are committed to employing a diverse workforce. And positively welcome applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application email that they wish to participate in the Guaranteed Interview Scheme will be guaranteed an interview if they meet the essential criteria outlined within the person specification during the shortlisting process.

Safeguarding

Dundee Rep and Scottish Dance Theatre Limited is committed to safeguarding and operates an environment where all staff are expected to report any concerns about vulnerable people or about the behaviour or practice of colleagues and other people they encounter.

Offers

Any job offer we make is subject to:

- Receipt of two satisfactory references.
- Proof of eligibility to work in the UK.